

State Education Office

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$47,850,336	\$50,671,055	5.9

The mission of the State Education Office (SEO) is to provide and enhance educational services and opportunities to meet the life-long learning needs of District residents.

The office accomplishes its mission through research, effective policy, and programs that ensure the equitable distribution and availability of administrative, financial, and nutrition resources. The agency plans to fulfill its mission by achieving the following strategic goals:

- Increase participation and expand services in Federally funded nutrition programs and conduct outreach and nutrition workshops.

Did you know...

The State Education Office was established in FY 2001.

The State Education Office has grown exponentially due to the transfer of duties from various agencies. These duties include: administering the School Nutrition and Commodities grant, the Tuition Assistance Grant Program, the Leveraging Educational Assistance Partnership grant, the Eisenhower Professional Development grant, and the Integrated Postsecondary Education Data System grant.

Children fed in the Summer Feeding Program

21,000

- Ensure Citywide accountability for all public school student enrollment counts by completing an annual fall enrollment audit, providing residency verification rule-making, and providing future periodic recommendations to the Uniform Per Student Funding Formula.
- Ensure successful transition of legislatively mandated state-level functions from DCPS to the State Education Office.
- Complete plan for expansion of the educational research and data analysis capacity.
- Increase the amount of post-secondary financial assistance available to the residents of the District of Columbia.
- Increase the participation of residents and key stakeholders in the ongoing planning, decision-making, and development of the State Education Office.

Where the Money Comes From

Table GD0-1 shows the source(s) of funding for SEO.

Table GD0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	0	2,362	19,911	23,094	3,183
Federal	0	24,479	26,917	26,917	0
Other	0	0	542	176	-366
Intra-District	0	0	480	484	4
Gross Funds	0	26,841	47,850	50,671	2,821

How the Money is Allocated

Tables GD0-2 and 3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group level (Object Class level).

Table GD0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full-Time	0	318	1,563	1,759	196
Regular Pay - Other	0	472	532	512	-20
Additional Gross Pay	0	12	0	0	0
Fringe Benefits - Curr Personnel	0	129	360	384	24
<i>Personal Services</i>	<i>0</i>	<i>931</i>	<i>2,455</i>	<i>2,655</i>	<i>200</i>
Supplies and Materials	0	43	70	70	0
Energy, Comm. and Bldg Rentals	0	8	67	67	0
Telephone, Telegraph, Telegram, Etc	0	15	97	67	-30
Rentals - Land and Structures	0	0	25	47	22
Janitorial Services	0	0	0	21	21
Security Services	0	0	0	28	28
Other Services and Charges	0	74	344	287	-56
Contractual Services - Other	0	872	697	1,197	500
Subsidies and Transfers	0	24,572	43,739	46,102	2363
Equipment & Equipment Rental	0	326	357	128	-229
<i>Non-personal Services</i>	<i>0</i>	<i>25,910</i>	<i>45,395</i>	<i>48,516</i>	<i>2,620</i>
Total Proposed Operating Budget	0	26,841	47,850	50,671	2,821

Table GD0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full-time	0	17	30.95	32	1.05
Term full-time	0	2	14.05	13	-1.05
Total FTEs	0	19	45	45	0

Local Funds

The proposed Local budget is \$23,093,988, an increase of \$3,182,662 or 16.0 percent over the FY 2002 approved budget of \$19,911,326. There are 33 FTEs funded by Local sources, an increase of 6 FTEs over FY 2002.

Significant changes are:

- An increase of \$500,000 for the mandated student enrollment audit for D.C. Public Schools and D.C. Public Charter Schools.
- An increase of \$502,007 in the agency's personal services budget to offset diminished Other funds revenues needed to support six FTEs.
- An increase of \$499,367 to accurately reflect the agency request for the Tuition Assistance Grant Program at \$17,000,000.
- An increase of \$363,970 to provide the required match for the Special Leap Program.
- An increase of \$60,352 to cover the FY 2003 impact of pay raises that were granted between July 1, 2001 and January 18, 2002.
- A net increase of \$41,966 to accurately reflect the agency's projected fixed costs for janitorial services, rent, security services, and telecommunications.
- A decrease of \$30,000 in conference fees and travel.
- An increase of \$1,500,000 for a Mayoral enhancement associated with increasing the

Local contribution to the agency's Federal Leveraging Education Assistance Partnership (LEAP) grant.

- A net reduction of \$255,000 in non personal services is associated with cost-saving initiatives.

Federal Funds

The proposed Federal budget is \$26,917,033, no change from FY 2002. There are 10 FTEs funded by Federal sources, no change from FY 2002.

Other Funds

The proposed Other budget is \$176,000, a decrease of \$365,977, or 67.5 percent below the FY 2002 approved budget of \$541,977. No FTEs are funded by Other sources, a decrease of 6 from FY 2002.

Significant changes are:

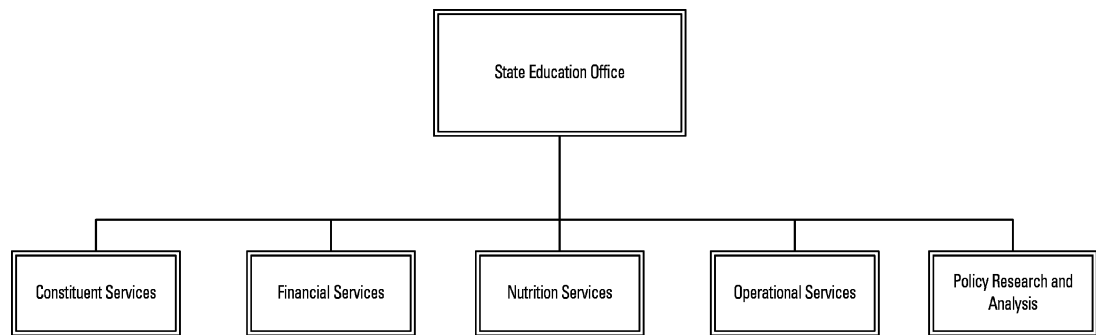
- A decrease of \$365,977 and 6 FTEs in the agency's personal services budget due to diminished Other funds revenues from 30-year-old defaulted student loans.

Intra-District Funds

The proposed Intra-District budget is \$484,034, an increase of \$4,034 or 0.8 percent over the FY 2002 approved budget of \$480,000. There are 2 FTEs funded by Intra-District sources, the same as in FY 2002.

Figure GD0-1

State Education Office



Programs

SEO achieves its mission by providing services and programs through five major programmatic components: Constituent Services, Higher Education Financial Services, Nutrition Services, Operational Services, and Policy Research and Analysis.

The Constituent Services component is new to SEO. It is comprised of administrative, marketing, outreach, and cross-functional staff trained and assigned to various positions to enhance and support customer service. This unit is comprised of a unified staff that works with customers and organizations regarding higher education financial services, nutrition services, policy, research and analysis studies, and reporting functions.

Higher Education Financial Services also is new to SEO. It processes applicants for grant programs and identifies grant recipients. These activities include receiving grant applications and entering data for them, verifying applicant eligibility information, approving or disapproving applications based on the established criteria, and notifying applicants of their status. Higher Education Financial Services is also responsible for validating the eligibility of postsecondary institutions to receive grant funds.

Nutrition Services administers Federal grant programs funded by the United States Department of Agriculture (USDA). These programs enhance both the nutritional well-being of children and adults, while enhancing services

provided for children and their families by such public and private entities as schools, charitable organizations and government entities. The School Nutrition and Commodities program operates under the federal/state agreement with USDA. Under this agreement, SEO receives guidance materials, cash and agricultural commodities from USDA to administer eight special nutrition, education and training programs.

The newly formed Operational Services component of SEO includes two functions. The Office of the Director serves as headquarters for the agency, establishing strategic direction, setting organizational goals, and providing visible leadership to the SEO staff. In the near term, the Office of the Director also will manage the transition process as new duties are absorbed by the agency. Operational Services focuses on supporting and enabling the mission of the State Education Office. It is responsible for monitoring performance, ensuring equal access to resources, information and support across the organization, and for interfacing with contractors and service providers.

The SEO's Policy Research and Analysis unit performs the following primary functions: formulating and promulgating rules for the documentation and verification of District residency for public and public charter school students; conducting an annual audit of public charter school students; and providing recommendations for the Uniform Per Student Funding Formula. This unit also provides annual reports to the U.S. Department of Education's Integrated Postsecondary Education Data

System (IPEDS). This program collects and analyzes student and program-level data at the postsecondary level. SEO plans to expand this unit to provide the following services:

- Developing and setting standards to ensure the quality of data collected and reported by DCPS and public charter schools in the District.
- Utilizing on-line, print, and face-to-face strategies to create and ensure public access to timely and accurate data about schools in the District.
- Initiating, managing, and encouraging high-quality research activities around educational issues through collaboration and partnerships.
- Leading, convening and fostering public and professional discussion that seeks consensus and unified action on key education issues.
- Incubating new SEO functions for the purpose of studying and mapping processes, building capacity, and facilitating successful integration into the SEO.

Agency Goals and Performance Measures

Goal 1: Increase participation and expand services in Federally funded child nutrition programs.

Citywide Strategic Priority Area: Strengthening Children, Youth, Families and Individuals

Manager: Michele Tingling-Clemmons, Director, State Agency for Special Nutrition and Commodity Distribution Programs

Supervisor: Connie Spinner, State Education Officer, State Education Office

Measure 1.1: Increase participation in the Summer Feeding Program (thousands of participants)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	20	23	25	27
Actual	N/A	26	-	-	-

Note: Earlier (FY01 PAR) reporting listed the number of participants for FY01 as 21,000. SEO reports that this was the number of participants billed. 26,000 children were actually fed, and the FY01 actual has been revised to reflect this.

Measure 1.2: Conduct community outreach and nutrition education workshops (number of workshops)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	17	10	14	18
Actual	N/A	19	-	-	-

Goal 2: Ensure Citywide accountability for public school student enrollment counts, residency verification rule making, and providing future recommendations to the Uniform Per Student Funding Formula.

Citywide Strategic Priority Area: Strengthening Children, Youth, Families and Individuals

Manager: Jan Holland-Chatman, Acting Director, Policy Research and Analysis, State Education Office

Supervisor: Connie Spinner, State Education Officer, State Education Office

Measure 2.1: Complete annual fall enrollment audit for public and public charter schools

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	1	1	1	1
Actual	N/A	N/A	-	-	-

Note: The fall enrollment audit for School Year 2001-2002 (9/01-6/02) is currently underway.

Measure 2.2: Deliver the Uniform Per Student Funding Formula Recommendation Report to Mayor and DC Council by September 30

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	1	N/A	1	N/A
Actual	N/A	1	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process. Report was delivered FY01, next reports are due Sept. 30, 2003 & Sept. 30, 2007. D.C. Act 13-387, the State Education Office (SEO) Establishment Act, requires the SEO to make recommendations to the Mayor and Council for periodic revisions of the Uniform Per Student Funding Formula (UPSFF) pursuant to Section 112 of the UPSFF for Public Schools and Public Charter Schools Act of 2000 and provide information and data related to such revisions including the study of actual costs of education in the District of Columbia, consideration of performance incentives created by the formula in practice, research in education and education finance, and public comment. Additionally, the SEO shall review and revise (the) Formula in consultation with representatives of the DCPS and DCPCS within two (2) years after this initial review and revision, and once every (4) years subsequently.

Goal 3: Ensure successful transition of legislatively mandated state-level functions from DC Public Schools, Department of Consumer and Regulatory Affairs, and others to the State Education Office.

Citywide Strategic Priority Area: Making Government Work

Manager: Sharon Bland, Senior Advisor for Policy, State Education Office

Supervisor: Connie Spinner, State Education Officer, State Education Office

Measure 3.1: Complete transition plans for 8 additional responsibilities as mandated by legislation

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	5	3	N/A
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process. FY01 target was: "Complete study by 7/01." (study was completed 6/29/01.) FY02 target is: "Complete 5 transition plans"; FY03 target is: "Complete 3 transition plans."

Goal 4: Complete plan for expansion of Educational Research and Data Center.

Citywide Strategic Priority Area: Strengthening Children, Youth, Families and Individuals

Manager: Jan Holland-Chatman, Acting Director, Policy Research and Analysis, State Education Office

Supervisor: Connie Spinner, State Education Officer, State Education Office

Measure 4.1: Complete expansion of Educational Research and Data Center

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	1	N/A	N/A
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process. FY02 target is: "Complete plan."

Goal 5: Increase the amount of postsecondary financial assistance available to the residents of the District. (Performance measures 5.1-5.9 are accomplished through Office of Postsecondary Education, Research and Assistance [OPERA] programs; Performance measures 5.10-5.16 are accomplished through the DC Tuition Assistance Grant [DCTAG] program.)

Citywide Strategic Priority Area: Strengthening Children, Youth, Families and Individuals

Managers: Laurent Ross, Director, Tuition Assistance Grant Program Office; Ulysses Glee, Director, Office of Postsecondary Education, Research and Assistance (OPERA)

Supervisor: Connie Spinner, State Education Officer, State Education Office

Measure 5.1: Increase the number of Leveraging Educational Assistance Partnership (LEAP) applicants

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	3000	3500	4000
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.2: Increase the number of Leveraging Educational Assistance Partnership (LEAP) awardees

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	1500	2000	2500
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.3: Increase the number of TAPIT applicants (Tuition Assistance for Persons Involved with TANF)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	800	900	1000
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.4: Increase the number of TAPIT awardees (Tuition Assistance for Persons Involved with TANF)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	300	400	500
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.5: Increase the number of Eisenhower Professional Development Program applicants

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	35	40	45
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.6: Increase the number of Eisenhower Professional Development Program awardees

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	5	6	7
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.7: Establish programs for Workforce and Community Transition Training for Incarcerated Youth

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	5	7	9
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.8: Enroll participants in Workforce and Community Transition Training for Incarcerated Youth; incrementally increase enrollment as program expands

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	60	70	80
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.9: Ensure that participants complete Workforce and Community Transition Training for Incarcerated Youth program

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	30	30	50
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process.

Measure 5.10: Increase the number of freshmen (1st year students) applicants who are determined to be eligible

	2000	2001	Fiscal Year 2002	2003	2004
Target	1100	2070	2380	2500	3000
Actual	1800	1905	-	-	-

Note: Measure title revised from: "Number of freshmen applicants (first year students)" FY 2001 actual is an estimate; separate figures dividing freshmen and upperclassmen are not available. FY 2003 target reduced from 2,735 at request of agency (2/27/02).

Measure 5.11: Increase the number of upperclass applicants who are determined to be eligible

	2000	2001	Fiscal Year 2002	2003	2004
Target	900	1950	2242	2742	3242
Actual	1500	1558	-	-	-

Note: Measure title revised from: "Number of upperclassmen applicants." (2/27/02) FY03 target increased from 2,580 to 2,742 at request of agency, 2/27/02. FY 2001 actual is an estimate; separate figures dividing freshmen and upperclassmen are not available.

Measure 5.12: Increase percentage of outreach for the purpose of heightening awareness of the TAG program to DC Public School Seniors

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	75	80	85	90
Actual	N/A	N/A	-	-	-

Note: FY 2001 actual: SEO reports that marketing survey and data analysis are underway.

Measure 5.13: Increase percentage of outreach for the purpose of heightening awareness of the TAG program to District residents attending college who receive Federal financial aid

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	80	85	90	95
Actual	N/A	N/A	-	-	-

Note: FY 2001 actual: SEO reports that marketing survey and data analysis are underway. FY 2003 target increased from 87% to 90% at request of agency, 2/27/02.

Measure 5.14: Decrease average number of working days from initial in-take to response of applications

	2000	2001	Fiscal Year 2002	2003	2004
Target	15	18	15	10	5
Actual	14	N/A	-	-	-

Note: FY03 target reduced from 14 days to 10 days at request of agency, 2/27/02.

Measure 5.15: Increase percentage of all institutions cited as preferences on applications that complete program participation agreements

	2000	2001	Fiscal Year 2002	2003	2004
Target	95	85	90	95	100
Actual	97	98	-	-	-

Measure 5.16: Increase percentage of inquiry correspondence closed within five (5) working days

	2000	2001	Fiscal Year 2002	2003	2004
Target	50	75	80	90	95
Actual	75	N/A	-	-	-

Note: FY03 target increased from 85% to 90% at request of agency, 2/27/02.

Goal 6: Increase the participation of residents and key stakeholders in the on-going planning and decision-making of the State Education Office.

Citywide Strategic Priority Area: Strengthening Children, Youth, Families and Individuals; Enhancing Unity of Purpose and Democracy

Manager: Sharon Bland, Senior Advisor for Policy, State Education Office

Supervisor: Connie Spinner, State Education Officer, State Education Office

Measure 6.1: Engage in a series of public conversations with key educational leaders and other stakeholders

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	3	4	6
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/27/02 as a result of agency strategic planning process. Focus of conversations will be the challenges of family Literacy and TANF Recipients coming off rolls and areas identified by participants in the 2001 Citizen Summit as requiring more work: providing parental education, placing greater emphasis on English speaking skills, recruiting better teachers, identifying more support for juvenile offenders and child welfare, developing an intergenerational institute and learning program, and enhancing arts programs in schools.